



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

07/2009

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **LEGAL PROGRAM ASSISTANT, FSN-8**
OPENING DATE: JUNE 8, 2009
CLOSING DATE: JUNE 19, 2009
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: Ordinarily Resident (OR) (FSN-8; €16,130.00)

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

MAJOR DUTIES AND RESPONSIBILITIES

- 1- Manages administrative aspects of a program of advanced legal education training workshops, seminars and conferences with Kosovar, governmental and non-governmental institutions and organizations. As appropriate, also assists the Resident Legal Advisor (RLA) and Legal Specialist (LS) in the development of substantive curricula, and in planning the logistical organization of such programs. Plans timing, location, budget and travel arrangements for training programs and conferences. Reviews and prepares training materials (in consultation with the RLA and LS), arranges for written and oral translations and tracks and disseminates critiques and program evaluations by participants. Briefs program participants in advance of program attendance, and maintains adequate lists and records of program participants. Assists visiting US and foreign program faculty. Meets with visiting delegations, and handles arrangements for suitable social receptions.
- 2- Tracks program expenses and prepares appropriate vouchers. Coordinates with the RLA, the budget and finance staff within the US Office Pristina (USOP), and the Program Analyst at OPDAT headquarters in order to maintain an up-to-date spreadsheet keeping track of all obligations and payments associated with the OPDAT program.
- 3- Follows the local press and Internet for developments relevant to DOJ programming and reports on same to RLA and LS. Secures translations of relevant draft legislation, government documents, press accounts, and other materials. Researches new and existing laws or legal questions which need clarification, and advises RLA on same.
- 4-Assists the RLA with routine correspondence and maintains contacts with the US Government and PISG and NGO sector. Translates all correspondence directed to RLA Office and coming from the PISG into English. Sets up meetings with appropriate officials of the PISG, NGO and other OPDAT partners to discuss items and issues of mutual interest. Manages all correspondence for the OPDAT Section.
- 5-Assists the RLA and the LS in the implementation of other RLA projects. Performs a full range of administrative support duties for the RLA office. Maintains an electronic and hard copy file cabinet, calendar and assists in arranging for accommodations and transportation of visitors and participants to OPDAT programs.
- 6-Accompanies the RLA to meetings with high-ranking government officials, whether local or international, as well as meetings with officials from educational institutions and non-governmental organizations. May attend other meetings unaccompanied, as directed by the RLA. Advises the RLA on the substance of the meetings.
- 7-Advises visiting USG officials on legal issues and procedures. Establishes and maintains contacts of governmental officials in the executive, judicial and legislative branches, and within law enforcement agencies. Prepares correspondence and technical documents, and maintains RLA office contact list.
- 8-Assists the RLA with translation and interpretation at the office, as necessary and assists the RLA with translation at various meetings and conference functions.
- 9-Supports overall activities of the RLA Section and may, at the discretion of the RLA, assist the INL Coordinator if time and workloads permit.

REQUIRED QUALIFICATIONS

Education: University degree in law.

Experience: Minimum 2 years experience in a law-office; law-related NGO or other justice institution, preparing, reviewing and interpreting legal documents or draft legislation. Experience in project management is also required.

Language proficiency: Level 4 (fluent in speaking/writing/understanding) English, Albanian, Serbian.

Skills and abilities: Must possess excellent organization skills and have a thorough understanding of American and local legal system, as well as the organizational structure and practices of UNMIK and PISG Procuracy, Courts, Legislative, Governmental and Law Enforcement Agencies. Must be able to communicate effectively and diplomatically with the public. Must be able to understand and be familiar with European legal systems.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovar/UNMIK ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

1-Email to: HRPristina@state.gov;

2-Fax them to: 381-38-548-616, OR

3-Hand deliver to: U.S. Embassy Pristina, Human Resources Office, Pristina, Kosovo

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,

- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION:

JUNE 19, 2009 BY CLOSE OF BUSINESS

The US Mission in PRISTINA provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.